

REPORT

TO: Administration Committee
Regional Council

FROM: Heather Copp, CFO (213) 236-1804
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SUBJECT: Approval of Contracts Over \$25,000

DATE: March 16, 2005

EXECUTIVE DIRECTOR'S APPROVAL _____

RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- The following consultant contracts are recommended for approval:

Cambridge Systematics	Option A: NTE	\$ 349,355
	Option B: NTE	\$ 449,265
Economics & Politics, Inc.	NTE	\$ 150,000
Govplace	NTE	\$ 28,898
Moore Iacofano Goltsman, Inc. (MIG)	NTE	\$ 44,265
Strategic Consulting and Research	NTE	\$ 90,000
SBC	NTE	\$ 282,000
The Planning Center	NTE	\$ 55,686

- The following Memorandum of Understanding (MOU) is recommended for approval:

Heavy Duty Truck Model Improvement	NTE	\$ 150,000
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REPORT

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

If a member believes or has a reason to believe that he or she has a financial interest in any of the firms listed on this Report, the member should consult with SCAG legal counsel.

CONSULTANT CONTRACT

Consultant: Cambridge Systematics, Inc

Scope: The purpose of this project is to improve the existing Heavy-Duty Truck Model to obtain a higher level of confidence in the Model's outputs and to better estimate truck volumes and speeds. The updated Model will be used in the analysis of the Year 2007 RTP.

Contract Amount:	Option A* - Total not to exceed	\$349,355
	Cambridge Systematics, Inc (prime)	\$150,272
	Meyer, Mohaddes Associates (subcontractor)	\$89,995
	Reebie Associates (subcontractor)	\$49,976
	Northwest Research Group (subcontractor)	\$59,112
	Option B*- Total not to exceed	\$449,265
	Cambridge Systematics, Inc (prime)	\$175,618
	Meyer, Mohaddes Associates (subcontractor)	\$114,840
	Reebie Associates (subcontractor)	\$49,976
	Northwest Research Group (subcontractor)	\$108,831

*The RFP solicitation requested two project fee options. Option B is for additional data gathering contingent upon funding to be provided by the City of Los Angeles in the amount \$100,000.

Contract Period: From Date of Notice to Proceed through June 30, 2006.

Work Element:	05-070.SCGC5	\$350,000	Funding Source: \$200,000 TDA, and \$50,000 each from three CTCs – subject to approval of SCAG's FY 05-06 budget and pending execution of an MOU with the Commissions
	05-721.SCGC1	\$100,000	Funding Source: City of Los Angeles - pending execution of an amendment to a MOU with the City of Los Angeles

Request for Proposal: SCAG staff mailed postcards to 146 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-037. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, California State Contracts Register, and posted on SCAG's website. The following proposal was received in response to the solicitation:

Cambridge Systematics (3 subcontractors)	Option A - \$349,355
Cambridge Systematics (3 subcontractors)	Option B - \$449,265

Selection Process:

The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Although only one proposal was received, the competition was considered adequate.

The PRC was comprised of the following individuals:

Luke Cheng, Transportation Planning Manager, MTA
Guoxiong Huang, Senior Modeling Analyst, SCAG
Ed Humenik, Senior Transportation Planner, Caltrans, District 7
Shirley Medina, Program Manager, RCTC
Steve Smith, Principal Transportation Analyst, SANBAG
Ron Taira, Manager of Transportation Analysis, OCTA

Basis for Selection

The proposal submitted by Cambridge Systematics provided a superior methodology to fulfill the requirements in the scope of work, and was within the specified budget. The PRC members rated Cambridge Systematics' proposal as outstanding, with an average score of 95%.

Cambridge Systematics is also the prime contractor for MTA's Freight Model Development Project. Cambridge Systematics has an excellent understanding of SCAG current transportation model. In addition, working on MTA's Project, Cambridge Systematics has developed an excellent understanding of freight modeling issues within Southern California and offers a unique opportunity to coordinate MTA's and SCAG's truck/freight model development efforts.

Meyers, Mohaddes Associates (MMA), the subcontractor for this project, was the original developer of SCAG's Heavy-Duty Truck Model, which has been utilized in the previous two RTP cycles. Since this effort is basically an update to the existing model, it will be very valuable having MMA's experience and expertise as part of the model development team.

Reebie Associates, also a subcontractor for this project, is a nationally respected expert in estimating cargo flow. They maintain an extensive database of all shipments made by major U.S. motor carriers. Reebie Associates supplies data and freight forecasting services to Federal, state, regional governments, and major transportation companies.

The PRC feels strongly that the Cambridge Systematics team will produce an excellent model.

CONSULTANT CONTRACT

Consultant: Economics & Politics, Inc.

Scope: The consultant will develop a pilot project plan at the local level that will integrate the 2% land use strategy, developed through the Southern California Compass program, with the infrastructure development needed to benefit from the growing regional demand for goods movement. This innovative project combines two of the region's top planning priorities. It will include the development of a regional logistics job forecast and action plan based on prior SCAG work, criteria for pilot project location selection, and an extensive public outreach process to assure that consensus is built for the pilot project.

Contract Amount: **Total not to exceed** **\$150,000**
Economics & Politics, Inc. \$150,000

Contract Period: From date of Notice to Proceed through June 30, 2006

Work Element:	05-130.SCGC8	\$50,000	Funding Sources: Consolidated Planning Grant – FHWA & FTA
	05-130.SCGC8	\$100,000	Funding Source: Consolidated Planning Grant – subject to approval of SCAG's FY 05-06 budget

Request for Proposal: SCAG staff mailed postcards to 292 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-131. The RFP was also posted on SCAG's website and posted in the California State Contracts Register. The following two proposals were received in response to the solicitation:

Economics & Politics, Inc. (no subcontractors)	\$150,000
Solimar Research Group Inc. (4 subcontractors)	\$147,670

Selection Process: The Proposal Review Committee (PRC) evaluated both proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC was comprised of the following individuals:

Nancy Pfeffer, Senior Regional Planner, SCAG
Steve Smith, Principal Transportation Analyst, SANBAG
Gary Green, Senior Transportation Planner, Caltrans District 8
Bruce DeVine, Chief Economist, SCAG

Basis for Selection:

The PRC recommends Economics & Politics, Inc., the firm of Dr. John Husing, for the contract award. Both bidders were highly qualified to perform the work, but Economics & Politics, Inc. scored higher overall. Dr. Husing integrated both the 2% strategy and the logistics needs into his response, especially during the interview, while Solimar emphasized goods movement almost to the exclusion of growth issues. Dr. Husing appears to bring a uniquely broad set of personal contacts to the project, with an extensive network and experience in several counties in the SCAG region, while Solimar's experience was less extensive and partly outside the region. The logistics expertise on the Solimar team was separated from the economic expertise, which did not appear as relevant as Dr. Husing's. Finally, Solimar Research Group proposed to bring a large team – at least seven people – to work on the project, as contrasted with Dr. Husing alone. The PRC members were concerned that the coordination of efforts among so many people, for the same overall cost, could reduce the actual amount of effort contributed by each of the experts, even though each was well qualified in his or her area.

CONSULTANT CONTRACT

Consultant: Govplace

Scope: The consultant will perform migration services from a Novell environment to Windows 2003 running Microsoft Exchange Server 2003, and assist in the rollout of new personal computers. The consultant will be the systems integrator, providing planning assistance, system set-up, deployment, and migration. The consultant will conduct the migration process in a seamless manner helping minimize overall disruption to SCAG operations and assist in the training of IT staff to operate and maintain the new system.

Contract Amount:	Total not to exceed	\$28,898
	GovPlace	\$28,898

Contract Period: From date of Notice to Proceed through June 30, 2006

Work Element:	05-840.SCGC2	\$10,000	Funding Source: IT/Operations - Indirect Overhead
	05-840.SCGC2	\$18,898	Funding Source: IT/Operations - Indirect Overhead – subject to approval of SCAG's FY 05-06 budget

Request for Proposal: SCAG staff utilized the States CMAS (California Multiple Awards Schedule) list to research qualified vendors. As a governmental agency, SCAG is able to utilize vendors from CMAS without having to solicit bids. Nonetheless, a Request for Proposal was sent to four qualified vendors on the CMAS list. The following three proposals were received in response to the solicitation:

General Networks Corporation (no subcontractors)	\$34,800
Govplace (no subcontractors)	\$28,898
Tata Consultancy Services (no subcontractors)	\$35,000

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Huasha Liu, Acting Director of Information Services, SCAG
Kurt Walker, Senior Systems Administrator, SCAG
Victor M.J. Ryden, Acting Manager of IT/Operations, SCAG
Robert McConnachie, IT Project Manager, Civic Resource Group
David Sosa, Chief, Regional Transportation Branch, District 7, Caltrans

Basis for Selection

After careful evaluation of the proposals received, the Proposal Review Committee (PRC) recommends that GovPlace be awarded the IT Implementation – Phase II contract. The PRC gave Govplace the highest total score in the proposal and interview evaluation process. The PRC felt that Govplace's phased approach, wide range of public sector experience, high qualifications of the individuals assigned to the project, and understanding of SCAG's needs fits the expertise that would be required for a successful implementation.

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CONSULTANT CONTRACT

Consultant: Moore Iacofano Goltsman, Inc (MIG)

Scope: The consultant will develop a Growth Visioning implementation program and multi-jurisdictional communication effort for the San Gabriel Valley Council of Governments and coordinate this initiative with SCAG's regional Compass 2% Strategy Visioning effort. A Growth Visioning Implementation and Monitoring report, with consensus based short and long-term strategies for each Valley sub-area will be produced. It will also include a goal metric so that progress can be measured and managed. This report will be utilized by SCAG in facilitating a regional growth vision for Southern California that is aligned with potential amendments in local General Plans.

Contract Amount:	Total not to exceed	\$44,265
	Moore Iacofano Goltsman (prime)	\$44,265
	Cotton Bridges Associates (subcontractor)	
	Katherine Padilla & Associates (subcontractor)	

Contract Period: From date of Notice to Proceed through June 30, 2005

Work Element:	05-050.SGVC1	\$44,265	Funding Source: Consolidated Planning Grant – FTA
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Request for Proposal: SCAG staff mailed postcards to 120 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-161. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, California State Contracts Register, and posted on SCAG's website. The following four (4) proposals were received in response to the solicitation. Three proposals were disqualified for not meeting the Disadvantaged Business Enterprise (DBE) goal or demonstrating good faith efforts as required under 49 CFR Part 26:

Moore Iacofano Goltsman (2 subconsultants)	\$44,265
Cyn R. Watson and Affiliates (2 subconsultant)	Disqualified
K3 Investments (1 subconsultant)	Disqualified
Susan De Santis Consulting (2 subconsultants)	Disqualified

Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. The PRC scored and ranked the one qualified proposal and determined that an interview was not necessary.

The PRC was comprised of the following individuals:

Joseph Carreras, Lead Regional Planner, SCAG
David Sosa, Chief, Regional Planning & LARTS, Caltrans
Grace Eng, Project Manager, San Gabriel Valley Council of
Governments.

Basis for Selection:

MIG was selected based on their expertise and skill in creating implementation programs for long range, comprehensive-planning projects and for their success in community outreach and consensus building. MIG's proposal offered a thorough and well thought-out description of the intended work program and offered innovative approaches to vision implementation. For example, the proposal included the development of a facilitation graphics tool for consideration in developing implementation strategies. Also, the firm has had success in working with various subregions and communities on related projects.

CONSULTANT CONTRACT

Consultant: Strategic Consulting & Research

Scope: The consultant will conduct a region-wide survey of approximately 3,000 commuters. The 2005 State of the Commute Survey will provide updated information on commuter's travel behavior and attitudes toward commute, traffic congestion, alternative travel modes, and characteristics of workers in Southern California. The survey will enable SCAG to track transportation behavioral and attitudinal trends throughout the region, assess the awareness of services, and provide up-to-date information and data for transportation planning and modeling programs.

Contract Amount:	Total not to exceed	\$90,000
	Strategic Consulting & Research (prime)	\$TBD
	ESTC (subcontractor)	\$TBD
	RIDES (subcontractor)	\$TBD
	Unknown Temp Firm (subcontractor)	\$TBD

Contract Period: From date of Notice to Proceed through March 30, 2006

Work Element:	05-080.SCGC1	\$40,000	Funding Sources: Consolidated Planning Grant – FTA & TDA
	05-080.SCGC1	\$50,000	Funding Source: Consolidated Planning Grant – FTA & TDA - subject to approval of SCAG's FY 05-06 budget

Request for Proposal: SCAG staff mailed postcards to 293 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-159. The RFP was also posted on SCAG's website and the California State Contracts Register. The following nine proposals were received in response to the solicitation:

Applied Management Planning Group (2 subcontractors)	\$109,975
CIC Research (1 subcontractor)	\$118,653
Godbe Research (2 subcontractors)	\$110,997
Morpac Int'l (1 subcontractor)	\$119,908
MSI International (1 subcontractor)	\$119,785
Northwest Research Group (no subcontractors)	\$119,059
Strategic Consulting & Research (3 subcontractors)	\$111,367
Behavior Research Center (no subcontractors)	Disqualified
Marylander Marketing Research (1 subcontractor)	Disqualified

Selection Process:

The Proposal Review Committee (PRC) evaluated seven of nine proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Two proposals were disqualified for not meeting the Disadvantaged Business Enterprise (DBE) goal or demonstrating good faith efforts as required under 49 CFR Part 26. Interviews were held with four of the highest ranked offerors.

The PRC was comprised of the following individuals:

Ton Van Haagen, Sr. Transportation Planner, Caltrans, District 7
Naresh Amatya, Lead Regional Planner, SCAG
Rongsheng Luo, Senior Regional Planner, SCAG
Javier Minjares, Senior Regional Planner, SCAG

Basis for Selection:

The PRC unanimously recommends Strategic Consulting & Research (SCR) for the contract award. SCR was deemed to be the most qualified firm based on both their proposal and oral presentation.

SCR's proposal demonstrated an extensive understanding of the basic requirements needed to ensure a successful project. They have previously performed comparable survey work for SCAG and the Southern California Rideshare agency. SCR's previous work shows that they have broad-based experience working on surveys, sample design, data collection, and statistical analysis.

Also, in order for SCAG to accommodate a reduction in the project budget from \$120,000 to \$90,000, it was necessary to modify the scope of work. All four of the consultants invited for an interview were willing and able to perform the work at the reduced budget amount. However, SCR provided an impressive approach to completing the survey within the allocated timeframe and within the reduced budget.

CONSULTANT CONTRACT

Consultant: The Planning Center

Scope: The work entails background research on land use/ density issues related to development of a Mixed-Use development video, formulation of a script, production of a video and development of an outreach program. The Mixed Use Development Video supports the SCAG Compass implementation strategy and builds upon the successful Inter-regional Partnership program initiative between OCCOG and WRCOG completed during the prior fiscal year.

Contract Amount: **Total not to exceed** **\$55,686**
The Planning Center (prime) \$55,686
The La Jolla Institute (subcontractor)
Arellano Associates (subcontractor)
Patriot Video Productions (subcontractor)

Contract Period: From date of Notice to Proceed through June 30, 2005

Work Element: 05-050.WRCC1 \$55,686 Funding Source: Consolidated Planning Grant – FTA

Request for Proposal: SCAG staff mailed postcards to 129 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 05-169. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, California State Contracts Register, and posted on SCAG's website. This RFP was re-advertised due to only receiving 2 previous responses that were disqualified. The following proposal was received in response to the solicitation.

The Planning Center (4 subconsultants) \$55,686

Selection Process: The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. The PRC scored and ranked the one qualified proposal and determined that an interview was not necessary. Although only one proposal was received, the competition was considered adequate.

The PRC was comprised of the following individuals:

Joseph Carreras, Lead Regional Planner, SCAG
David Sosa, Chief, Regional Planning & LARTS, Caltrans
Rick Bishop, Executive Director, Western Riverside Council of Governments.

Basis for Selection:

The Planning Center team was selected based on the versatility of their expertise and skill in land use issues and in crafting local implementation plans. It also has a track record for its success in urban design initiatives, community outreach and video production. The Planning Center proposal offered a thorough and well thought-out description of the intended work program and conveyed a clear vision of what was needed for a successful video. For example, the proposal included the development of both a pre and postproduction program for developing and using the video as a public outreach tool. The firm has had success in working with various sub-regions and communities on planning and visioning issues related to the planning issues to be treated in the video.

CONSULTANT CONTRACT

Consultant: SBC

Scope: The consultant will upgrade our current Phone System. The consultant will conduct the migration process in a seamless manner helping minimize overall disruption to SCAG operations and assist in the training of IT staff to operate and maintain the new system as well as training all staff to use the system.

Contract Amount:	Total not to exceed	\$282,000
	SBC	\$282,000

Contract Period: From date of Notice to Proceed through June 30, 2008

Work Element:	05-840.SCGS90	\$24,000	Funding Source: IT/Operations - Indirect Overhead
	06-840.SCGS90	\$94,000	Funding Source: IT/Operations - ndirect Overhead – subject to approval of SCAG’s FY 05-06 budget
	07-840.SCGS90	\$94,000	Funding Source: IT/Operations - ndirect Overhead – subject to approval of SCAG’s FY 06-07 budget
	08-840.SCGS90	\$70,000	Funding Source: IT/Operations - ndirect Overhead – subject to approval of SCAG’s FY 07-08 budget

Request for Proposal: RFP No. 05-165 was emailed to 68 vendors and was posted on the SCAG web site. Six firms submitted written proposals to perform the work, which entails upgrading our Phone System, however, three were disqualified for not meeting DBE requirements.

Radiance	\$262,350
Scottel	\$260,848
SBC	\$249,350
Cross Telecom	Disqualified
Merrill & Associates	Disqualified
NACR	Disqualified

Selection Process: The Proposal Review Committee (PRC) evaluated all three proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with all three offerors.

The PRC was comprised of the following individuals:

Javier Minjares, SCAG, Senior Regional Planner; Tom Wayson, SCAG, GIS Analyst; Victor M.J. Ryden, SCAG, Acting Manager of IT/Operations; and Robert McConnachie, Civic Resource Group, IT Project Manager.

Basis for Selection

SBC was selected due to their extensive knowledge and years of experience designing telephone systems to meet our needs. SBC is able to provide a single source for the implementation of our communication system. They are an experienced team with years of expertise and are providing a solution that is both scalable and adaptable to the new IT infrastructure. As one of the largest telecommunications firms they have the wherewithal to meet and exceed the needs of the agency, as outlined in the Request for Proposals. Their proposed team has valuable expertise in using Cisco equipment. Their package will provide a comprehensive solution resulting in greater staff productivity, system maintainability and supportability.

MEMORANDUM OF UNDERSTANDING (MOU)

Project: Heavy-Duty Truck Model Improvement

Funding Partner(s): Orange County Transportation Authority (OCTA)
Riverside County Transportation Commission (RCTC)
San Bernardino Associated Governments (SANBAG)

Funding Amount:	Total not to exceed	\$150,000
	OCTA	\$ 50,000
	RCTC	\$ 50,000
	SANBAG	\$ 50,000

MOU Period: Upon execution of MOU through June 30, 2006

Purpose: SCAG intends to program a total of \$200,000 of Transit Development Act (TDA) funds in the Fiscal Year (FY) 2005-06 Overall Work Program (OWP) for the Heavy-Duty Truck Model Improvement project.

SCAG maintains and improves the Regional Transportation Demand Model on an on-going basis to provide state of the practice quantitative analysis for the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program, and the Air Quality Management Plan.

The purpose of the project is to improve the existing Heavy-Duty Truck Model, which is part of the Regional Transportation Demand Model, and to collect and update the truck and Commodity Flow database, which is necessary for the 2007 RTP and for future (2030) HDT forecast.

The Funding Partners are agreeing to provide funding in the amount of \$50,000 each, which shall be applied proportionately to all tasks in the Scope of Work.